



CITY OF ATLANTA

Job Announcement

MANAGEMENT ANALYST (Training)

STARTING SALARY: \$ 42,767

Salary Grade: 21

Applications Accepted From: May 1, 2006 until Vacancy is filled

Minimum Job Requirements

Applicants for this position must have a Bachelor's degree in Business/Public Administration, or related field and three years of experience in employee development and performance management or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Duties of the Job:

This employee performs specialized work in the field of employee training and organizational development; identifies staff development training needs, develops training programs to meet those needs, conducts specialized training programs, and evaluates program effectiveness. Demonstrates professional work attributes in the development and implementation of employee and organizational development programs. Independent judgment and initiative are required in planning, integrating, implementing, monitoring and evaluating programs.

To Apply For This Position:

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. No other communication will be sent regarding the status of your application.

The Examination for This Job Will Consist Of An Evaluation of Applicant Training And Experience.